

BREWER STATE JUNIOR COLLEGE LIBRARY
TUSCALOOSA CAMPUS
LEARNING RESOURCES DIVISION MEETING

October 4, 1978

The first regular meeting of the Learning Resources Division for the 1978-79 academic year was called to order by Mrs. Frances Davis, Director of Library Services, at 3:30 p.m. on Wednesday, October 4, 1978. The following members were present at the meeting: Frances Davis, Debbie Grimes, Don Bell, Donna Cutshall, Linda Prude, and Kathy Rutkowski. Mrs. Davis welcomed Donna Cutshall, the new AV Technician, and Linda Prude, the new Acquisitions Clerk, and expressed appreciation to the library staff for the good work done this year.

The State of the Library Report was distributed to each member for discussion and recommendations. The members were impressed with the large increase percentage of book holdings, book circulation, magazine circulation, and audiovisual materials circulation. The deficiencies found in the Tuscaloosa Library by the Southern Association Visiting Committee were related to holdings and facilities. Money to correct these deficiencies has been designated by the college and the major thrust of the library staff for the new year will be to correct these problem areas. The Library Committee will conduct a survey during the fall quarter to find student opinion about the library's services, holdings and facilities.

Next a discussion of the individual job descriptions for the members of the Learning Resources Division was presented. Each member has his own job assignments, but Mrs. Davis asked that we work together and be cooperative in helping each other when the need arises.

A new policy for copy machine charges was discussed next. Effective October 5th, student's copies will be changed from 10¢ per copy to 5¢ per copy. This will be an "October Special". If the total amount collected is sufficient to cover the cost of maintenance, we will decide whether to keep the 5¢ price permanent. Also the charges to divisions for copies have changed from 3¢ per copy to 2¢ per copy effective at the beginning of the fall quarter.

A new policy for checking out books to faculty and staff was discussed and decided to be put into effect Monday, October 9, 1978. This policy will change the unlimited check out to one quarter for books in subject area and two weeks for fiction.

A new policy for checking out vertical file materials was presented by Mrs. Davis. No more than five pamphlets can be checked out at one time and these for two days. Each member agreed with this policy and preparations to up date and add to this file will be done by the Night Librarian, Don Bell.

Each member was reminded to mark the circulation sheet when checking out reserved materials and vertical file materials.

Each member was asked to help clean and straighten the Library. The appearance is very important and this is an area which has been lacking attention in the past.

A work schedule assigning the work study students periods to work at the circulation desk will be designed by Kathy Rutkowski. This will give the librarians more time to help with reference related questions.

The meeting was adjourned at 4:30 p.m. by Mrs. Frances Davis.

Kathy Rutkowski
Kathy Rutkowski
Recording Secretary

Brewer

Brewer State Junior College • Fayette, Alabama 35555 • (205) 932-3221

TUSCALOOSA CAMPUS - 202 SKYLAND BLVD. TUSCALOOSA, AL 35401

October 5, 1978

M E M O R A N D U M

TO: The Library Committee

FROM: Frances Davis 

DATE: October 5, 1978

RE: Annual Library Report

Attached is a copy of the annual library report for 1977-78. Feel free to ask for an explanation of any thing that is not clear.

We appreciate the support you give us in serving as a liason between the library and the faculty and students to enable us to better serve their needs.

I would like to suggest two things you could do which would be of real service to us. First, there needs to be another survey of faculty and students regarding their opinions of the library's services and holdings. This should be done during the fall quarter. Another area of importance where nothing is being done right now is the area of community/library relations. If you could use the newspapers, etc., to keep the community aware of new developments in the library, it would be an asset to the college as a whole.

Any suggestions you have will be appreciated and will be given careful consideration.

ATTACHMENT

Brewer State Junior College
Tuscaloosa Campus
202 Skyland Boulevard
Tuscaloosa, Alabama 35401

M E M O R A N D U M

TO: Faculty
FROM: Library Committee
RE: Promotion of Library
DATE: March 8, 1978

Please encourage your students to go by and study
or do some research in the library. There are several new
books and magazines which may be of interest to our students.

The library hours are:

Mon.-Thurs.	7:45 a.m.-9:00 p.m.
Friday	7:45 a.m.-4:00 p.m.

Remember, good students spend some of their time
reading in the library.

Brewer

Frances Davis

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TUSCALOOSA CAMPUS

MEMO

TO: Library and Curriculum Subcommittee Members
FROM: Debbie Reynolds
DATE: October 23, 1978
RE: Consideration of the Library Questionnaire

Attached is a copy of the library questionnaire used in January of 1978.

Please read it carefully and designate below any changes, additions, or deletions that might be helpful.

If this memo has not been returned by Wednesday noon, I will assume that you have no changes, additions, or deletions to make at this time.

CHANGES:

ADDITIONS:

DELETIONS:

Thank you for your cooperation.

We will have a meeting Wednesday Oct. 25, 1978 at 10:00.

Debbie Reynolds, Chairperson

Debbie Reynolds

, 1978

LIBRARY QUESTIONNAIRE (STUDENTS) 147 Questionnaires
TUSCALOOSA CAMPUS

Use check the appropriate blanks:

I am

38 a part-time student

109 a full-time student

	Excellent	Good	Fair	Poor	Unsatisfactory	Unknown
1. When called on, the assistance of the librarians is	<u>48</u>	<u>61</u>	<u>8</u>			<u>30</u>
2. The communication between the librarians and students is	<u>24</u>	<u>69</u>	<u>18</u>			<u>36</u>
3. The organization of the library in a usable manner is	<u>25</u>	<u>69</u>	<u>32</u>	<u>4</u>		<u>17</u>
4. In meeting the needs of the institution, the library is	<u>12</u>	<u>55</u>	<u>39</u>	<u>12</u>	<u>5</u>	<u>24</u>
5. To meet student needs, the hours that the library is open each week are	<u>29</u>	<u>68</u>	<u>24</u>	<u>3</u>	<u>2</u>	<u>21</u>
6. The audiovisual material of the library is	<u>20</u>	<u>59</u>	<u>17</u>	<u>3</u>	<u>1</u>	<u>47</u>
7. The current duplicating services of the library are	<u>18</u>	<u>63</u>	<u>23</u>	<u>3</u>	<u>3</u>	<u>37</u>
8. The conduciveness to study of the library atmosphere is	<u>24</u>	<u>73</u>	<u>26</u>	<u>4</u>	<u>1</u>	<u>19</u>
9. The amount of print and non-print material is	<u>7</u>	<u>54</u>	<u>37</u>	<u>8</u>	<u>4</u>	<u>37</u>
0. The competency of the work-study students is	<u>6</u>	<u>55</u>	<u>24</u>	<u>1</u>		<u>61</u>
1. The number of personnel engaged in the library to handle the influx of students is	<u>16</u>	<u>59</u>	<u>27</u>	<u>4</u>		<u>41</u>
2. The assistance students receive with assignments is	<u>20</u>	<u>57</u>	<u>28</u>	<u>2</u>		<u>40</u>
3. The magazine and newspaper collection is	<u>15</u>	<u>64</u>	<u>36</u>	<u>6</u>		<u>26</u>
4. In meeting the overall needs of the students, the library is	<u>20</u>	<u>63</u>	<u>25</u>	<u>7</u>	<u>5</u>	<u>27</u>
5. The services performed by the library are	<u>19</u>	<u>66</u>	<u>28</u>	<u>5</u>		<u>29</u>
6. The library orientation program is	<u>10</u>	<u>53</u>	<u>32</u>	<u>2</u>		<u>50</u>
7. The holdings of the library for my major area of study is	<u>7</u>	<u>44</u>	<u>35</u>	<u>12</u>	<u>5</u>	<u>44</u>
8. My major area of study is _____						
9. What improvements, if any, are needed in the library?						

